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| |  | | --- | |  | | **Yee Peng Kee** Finance Manager at Oerlikon Leybold Vacuum Singapore Pte. Ltd. | | |
| (+60) 167623683 | ypkee@yahoo.com | 36 years old | | |
| Experience | 15 years | |
| Previous | Senior Manager, MIS & Accounts Thakral Brothers (Pte) Ltd | |
| Education | University of Wollongong, New South Wales Prof Degree, Merit in Finance/ Accountancy (1998) | |
| Professions | CPA Australia (since 2002) Malaysian Institute of Accountants (MIA) (since 2003) | |
| Nationality | Malaysia | |
| PR  Date of Birth  Gender  Address | Singapore  03 October 1977  Female  25, Jalan Bukit Impian 23, Taman Impian Emas, 81300 Johor Bahru, Johor, Malaysia. | |
| **Experience** | | | |
| Aug 2011 - Jun 2014 (2 years 10 months ) | **Finance Manager** Oerlikon Leybold Vacuum Singapore Pte Ltd | Singapore, Singapore | | |
|  | ACCOUNTING & FINANCE:-   1. Full responsibility for monthly closing process in SAP and group reporting system (Cognos) for the legal entity in Singapore, branch office in Malaysia and representative office in Indonesia. 2. Work closely with finance teams of holding company (Germany) and ultimate holding company (Switzerland) during month-end closings and also for any ad hoc analysis. 3. Preparation and analysis of monthly reports for local management. 4. Developing and implementing of internal controlling system (ICS). 5. Continuous awareness of efficiency improvements and their coordinated implementation in cooperation with CFO. 6. Accounts Receivables Collection Management: Started the bi-weekly AR meeting that successfully reduced the long outstanding from 25% in year 2011 to the current level at less than 10%. 7. Assets Management: Fixed assets control, labelling and tagging, sighting and detailed schedules keeping and updating. 8. Continuous improvement of local accounting guideline in order to comply with IFRS standards and group accounting policies. 9. Continuous improvements for all finance related processes. 10. Payment checking/approval with company policy and voucher approval. 11. General ledgers control.   TREASURY:-   1. Cash management: weekly cash flow planning and foreign exchanges contract and conversions.   TAXATION:-   1. Coordination of tax audit, tax calculation, tax filing, tax coordination and optimization (Income tax, GST & WHT) for legal entity in Singapore and branch office in Malaysia. 2. Withholding Tax (WHT) specialist for Singapore and Malaysia branch. Managed to request back the refund of overpaid WHT from IRAS at the amount more than SGD100,000 during year 2012 & 2014.   BUDGETING AND FORECASTS:-   1. Full responsibility for Quarterly and Yearly Forecast and Budget in SAP and group reporting system.   CORPORATE AND LEGAL:-   1. Ensure the finance operations in full compliance with all legal and corporate regulations. 2. Full responsibility for the preparation of yearly Board of Directors’ Meeting in Singapore (meetings facilities, venue, agenda and presentation slides). 3. Coordination of financial/statutory audits, transfer pricing audits, internal and external. 4. Full responsibility for the setup of new representative office in Indonesia (applications of business licence, meetings with Embassy Trade Attaché, hiring in Indonesia, office renting matters and others). 5. Preparation of special reports and analysis. 6. Communications with banks, lawyers, government, auditors, etc. 7. Company insurance policy handling including insurance cases. 8. Legal contract review.   SUPPORT:-   1. Support of office administration. 2. Support of CFO and President in all financial topics. 3. Support of Sales and Service departments in all financial and legal issues.   HUMAN RESOURCE:-   1. Full responsibility for the complete spectrum of HR for Singapore, Malaysia branch and offices in SEA region. 2. Preparation of monthly payroll for Singapore, Malaysia branch and regional representative offices in SEA region. 3. Liaison with HR outsourced providers for monthly calculation of payroll and the labour regulations. 4. Updating and maintaining the records of SAP HCM and TM1 HC Reporting. 5. Updating and maintaining the records in Data Sheet for Human Resource. 6. Coordination and support of all HR related matters. 7. Recruiting and interviewing; coordination of recruitment process. 8. Supervision and administration of performance management tool “Umatter”. 9. Management and supervision of annual engagement survey results. 10. Responsible for the introduction of corporate HR projects in Singapore. 11. Ensure compliance with regards to tax and social security items in the respective countries. 12. Employees’ Insurance policy handling incl. insurance cases and claims. 13. Provide supports to the HR department in HQ - Cologne, Germany. 14. Fully responsible for setting up the new representative office in Indonesia.   YEARLY PACKAGE: SGD105,000 (Basic = SGD6,000 x 12 months + Transport allowance = SGD500 x 12 months + AWS + 3.5 months VB)  REPORT TO:- CFO APAC (Finance) and Local President (Operations & HR).  REASON FOR LEAVING:- To relocate back to Johor Bahru due to family commitment. | | |
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| Aug 2007 - Jun 2011 (3 years 10 months ) | **Senior Manager, MIS & Accounts** Thakral Brothers (Pte) Ltd | Singapore, Singapore | | |
|  | 1. Preparation of monthly accounts from input, prepare and processing of source documents (sales and purchase invoices, receipts, payment vouchers and journal vouchers) to departmental income statement and balance sheet. 2. Provide information support to Managing Director and marketing managers via sales report, prior year statistics and trends as well as customer sales data etc. 3. Ensure the timeliness, accuracy and integrity of the monthly financial and management reports for Timepiece Department. 4. Study operations and review or improve upon systems and controls. 5. Preparation of monthly management reports in graphical format (CEO folder) to Managing Director. 6. Based on the timely and accurate financial and non-financial information, to do the analysis in order to assist the Management in decision making from time to time. 7. Responsible for and involve in yearly forecasting of sales and purchases as well as budgeting the operating expenses. 8. Responsible for monthly stocktaking and coordination of the process. 9. Manage and monitor the foreign creditors' payment with favourable exchange rate to the company. 10. Responsible for cash flow projection and utilisation.   REPORT TO:- Managing Director  REASON FOR LEAVING:- To seek for more meaningful, senior exposures and long term employment with respect to accounting, financial and management perspectives. | | |
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| Oct 2004 - May 2007 (2 years 7 months ) | **Group Accountant** OEL Realty Holdings Sdn Bhd | Johor, Malaysia | | |
|  | 1. Ensure the Group (Holding + 8 subsidiaries across the Peninsular of Malaysia) accounting, finance, tax and treasury function is carried out and performed effectively. 2. Responsible for staff development such as the training, professional development and recruitment of finance team. This involved assessing their current levels of technical ability and highlighting to areas that still have room for improvement and the ways to achieve, as well as looking at general standards of work and communication skills. 3. Timely preparation of group consolidation of monthly management reports, quarterly financial results and analysis. 4. Based on the timely and accurate financial and non-financial information, to do the analysis in order to assist the Management in decision making from time to time. 5. Ensure that the Group is complying with regulatory / tax filing requirements. 6. Responsible for the Group’s financial reporting and accounting practices are complied with the MASB approved Financial Reporting Standards (FRSs). 7. Ensure that the Company has a good regulatory management in order to minimize litigation and improve environmental and safety conditions. 8. Responsible for coordinating all matters pertaining to ISO 9001:2000. 9. Responsible for providing full support to the Management Representative in maintaining and complying with ISO 9001 requirements. 10. Prepare the board papers for Group and Subsidiaries Financial and Operational Performance Review and present them during the Board meeting or AGM. 11. Prepare and analyse the yearly budget for financial, operational and human resource strategies and capacity and submit to the Board for approval. 12. Responsible for the preparation of corporate tax computation for the estimation of tax payable and also the deferred tax computation. 13. Responsible for group’s Enterprise Risk Management (ERM) which included overview of business process analysis and risk parameter, determining gross risk rating, identifying controls as well as outlining the procedures to evaluate and monitor the risks that threaten the company to achieve organisational goals. 14. Responsible for monitoring and improving the accounting systems. This involves the assessment of internal controls within the department’s financial systems. Ensuring that the relevant reconciliations and checks are performed by accounting personnel. 15. Design and prepare the monthly submission report format and analysis report format for the Group with yearly revision.   REPORT TO:- Group Deputy Financial Controller and Finance & Marketing Director.  REASON FOR LEAVING:- To seek for wider and higher exposures with respect to accounting, financial and management perspectives. | | |
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| Aug 2002 - Jul 2004 (1 year 11 months ) | **Senior Cost Analyst** Pacific International Lines (Pte) Ltd | Singapore, Singapore | | |
|  | 1. Liaise and communicate with personnel in other departments and shipping agents all over the world to obtain information or to provide assistance on cost issues, their accounting/reporting method and procedures. 2. To document all recovery details on wrong billings. 3. Checking on the disbursements/debit notes for various vessel voyages. 4. To check and justify on containers storage costs using online container tracking module - WebCSM. 5. To set up variance reports (excel spread sheets) for each ports that under my purview for obtaining the complete set of costing for each port's activities/operations. 6. Using the variance reports' forecasted results and the actual results to investigate major variances in order to advise Operations and Planning departments for more cost-effective and improved mode of transportation. Moreover, to obtain the best rates for negotiation with different Port of Authority in order to lead to cost savings of the Company. 7. To meet and discuss with different agents/principal representatives from the worldwide for improved Port's operational matter, accounting and reporting methods and procedures to be followed by the agents. 8. To supervise teams of cost analyst in their work, discipline and attend queries from subordinates.   REPORT TO:- Manager, Cost Management Unit.  REASON FOR LEAVING:- To seek and gain more accounting, financial and management exposures to enhance my career perspective. | | |
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| Jan 2000 - May 2002 (2 years 4 months ) | **Audit Semi Senior cum Team Leader** Horwath Wong & Co., Chartered Accountant | Johor, Malaysia | | |
|  | 1. Involved in the statutory audit of financial statements of companies of various sizes in the manufacturing, trading and service provision industries. 2. To prepare and review draft tax computation for corporate taxpayers. 3. To guide and supervise junior staffs in handling the audit assignments properly. 4. Involved in the share valuation exercise for merger and acquisition, profit forecast and long-form accountant's report for the IPO in MESDAQ. 5. Involved in the sales tax audit (CJ 3 and CJ 5) and LMW audit and basic knowledge of Import and Export Regulations and Procedures. 6. Being selected for the ACCPAC training in respect of GL, Common Services, AR and AP in order to demonstrate transaction systems through ACCPAC to our corporate clients.   REPORT TO:- Audit Manager and Audit Partner.  REASON FOR LEAVING:- Seek for better career advancement opportunities and exposure. Hoping for new challenges after changing a new working environment. | | |
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| Apr 1999 - Jan 2000 (9 months ) | **Audit Assistant** A. L. Lee & Co., Chartered Accountant | Johor, Malaysia | | |
|  | 1. Involved in the statutory audit of financial statements of small to medium size companies from various industries such as manufacturing, trading and investment holdings. 2. Prepare and review draft tax computation for corporate and personal taxpayers. 3. Handling and maintain full-set of accounts for corporate clients using UBS accounting software. 4. Involved in the sales tax audit (CJ 3 and CJ 5) and LMW audit.   REPORT TO:- Audit Partner.  REASON FOR LEAVING:- Seek for better offer job and career advancement opportunities and exposure. | | |
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| **Education** | | | |
| 1998 | **University of Wollongong, New South Wales** Professional Degree in Finance/Accountancy/Banking | Australia | | |
|  | Major | | Accountancy |
|  | Grade | | Grade A/1st Class |
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| 1995 | **Foon Yew High School, Johor Bahru** Higher Secondary/Pre-U/"A" Level in Business Studies/Management/Administration | Malaysia | | |
|  | Major | | Arts & Commerce |
|  | Grade | | Grade A/1st Class |
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| **Skills** | | | |
| Advanced | Budgeting, Forecasting | | |
| Intermediate | SAP Accounting System, Foreign Exchange Management, People management, Financial Planning | | |
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| **Languages** | | | |
| *Proficiency level: 0 - Poor, 10 - Excellent* | | | |
| Language | Spoken Written Relevant Certificates | | |
| English | 10 10 - | | |
| Chinese | 10 10 - | | |
| Bahasa Malaysia | 9 9 - | | |
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| **Additional Info** | | | |
| Expected Salary  Availability | Monthly at MYR14,000 & negotiable  Immediately Available | | |
| Other Information |  | |  |
| EDUCATION:-  15 April 2004 – 3 June 2004:  Singapore Shipping Association (SSA) Training Institute Successfully completed a course on “Principles of Shipping Operations And Practices”  28 March 2003:  Advanced to MIA - Malaysian Institute of Accountants.  4 September 2002:- Advanced to Certified of Practising Accountant - CPA Australia after passing of 5 professional papers for Qualification Exam.  January 1999 – June 2002:- Professional Qualification Exam for CPA Australia which is equivalent of Postgraduate studies. Achieving High Distinction in Financial Accounting, Distinction in Reporting and Professional Practice, Credits in Treasury and Strategic Management Accounting.  March 1996 – December 1998:- University of Wollongong, New South Wales, Australia - Bachelor of Commerce with Merit, majoring in Accountancy.  Achieving Distinction average in all Accounting based subjects. Achieving High Distinctions in Macroeconomics, Accounting I and Investment Analysis; Distinctions in Quantitative Methods I, Laws in Society, Financial Accounting II & III, Management Accounting II & III, and Microeconomics.   January 1990 – October 1995:  Foon Yew High School, Johor Bahru, Johor 1. Unified Exam for Independent Chinese Secondary Schools in Malaysia. Achieving Distinction (A1) in six subjects including English, Mathematics, Commerce, Bookkeeping, Chinese and Geography. 2. SPM – Sijil Pelajaran Malaysia. Achieving Distinction in Mathematics; Credits in English, Chinese, and Principles of Accounts.    ADDITIONAL SKILLS AND STRENGTHS:-  Computer Skills: Good understanding of and strong proficiency in Microsoft Office, such as Word, Excel and Power Point, accounting software such as UBS, ACCPAC and SAP.  Problems Solving: Development of strong analytical and diagnostic skills through experiences. Experiences are accumulated throughout years of working.  Cross-Cultural Understanding: Easily and happily to work and get along with colleagues/counterparts from different cultures which shows my cross-cultural understanding and tolerance.    ACTIVITIES:-  Professional:  CPA Australia Mentor Program As a CPA, I have become the mentor for an associate member of CPA Australia since year 2005. I act as a sounding board and provider of information for the mentee whenever should he pose the query. I also share knowledge and my past experiences with the mentee. I will be responsible for signing off on the mentee’s evidence of task collection in order for his advancement to CPA which is subject to the audit by CPA Australia. Remarks: To become a mentor, CPA Australia requires its full time CPA members to possess current knowledge of professional and technological issues relevant to practical experience, and knowledge of CPA Australia's admission policies and code of professional conduct.  Sports: Reading, jogging, swimming and watching movies. | | | |
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